# LIQUOR LICENSE APPLICATION
# REQUIRED ATTACHMENTS
# NEW APPLICANTS & CHANGE OF USE OR LOCATION ONLY

**Each of the following items MUST be submitted with all new applications and applications for a change in use:**

1. An $895.00 non-refundable application fee. Only one fee will be charged per location.

2. A detailed business plan setting forth the nature and use of the prospective licensed premises. Information which should be contained in the business plan includes but is not limited to:

    - Days and hours of operation
    - Food service hours
    - Proposed entertainment
    - Where applicable, a proposed menu including a drink list
    - Target audience
    - Anticipated ratio of food vs. alcohol sales
    - Whether or not a cover charge will be required to enter the premises

    The Mayor shall be deemed to have relied on the detailed business plan in the issuance of any license under this chapter. (The mayor <u>may</u>, as a prerequisite to completing the review of any application, require the applicant to supplement such detailed business plan, including requiring the delivery of detailed site plans, building elevations, blueprints, and floor plans for the prospective licensed premises, so as to establish clear representations regarding the proposed operations of the prospective licensed premises and the types of alcoholic beverages and other items to be sold or served thereon.)

3. If a corporation, copies of Articles of Incorporation.

4. A detailed depiction of the proposed interior layout of the premises to be licensed. The interior layout must be drawn to scale (engineering or architect scale), with at least one copy submitted to be sized 11" by 17" or 8.5" by 11". Areas where liquor will be served or sold shall be identified, including bar areas, display areas, outdoor seating, etc. Entertainment areas shall be identified. Questions regarding this requirement should be directed to the City of Rockford Current Planning at 815-987-5585. Drawings not meeting these specifications will be rejected.

5. A detailed exterior site plan and building elevation plan drawn to engineer or architect scale, with at least one copy submitted to be sized 11" by 17" or 8.5" by 11" and including the following:
   a. Dimensions of the parcels and dimensions and setbacks of all existing and proposed structures:
   b. Streets, sidewalks and curb cuts for access to the property; the required number of off-street parking stalls, loading and stacking areas and their dimensions; and traffic circulation aisles and their dimensions;
   c. A landscape plan showing all landscape strips and buffers required by the Zoning Ordinance, including dimensions, and a summary of the landscape units required to be provided with the proposed development. Questions regarding this requirement should be directed to the City of Rockford Current Planning at 815-987-5585.

**Drawings not meeting these specifications will be rejected.**

6. If the proposed licensed premises is a bar, tavern or is zoned for assembly use, a detailed security plan must be submitted. The security plan must include, but is not limited to, the following specific information:

   - The number of security personnel to be employed ;
   - The proposed qualifications of security personnel;
   - Whether or not the business will enforce a dress code and, if so, a description of said dress code;
   - An articulated plan for controlling and addressing disorderly activity in EACH of the following areas
   - Parking areas utilized by patrons of the licensed premises
   - Public areas immediately adjacent to the licensed premises
   - The interior of the licensed premises.

7. All applicable manager/agent applications

8. A background check is required for the primary applicant, all managers/agents, and any owner of 5% or more of the business and all corporate officers and directors. Persons required to complete a background check may do so at either of the following locations and under the following terms:

   a. Individuals may complete a live scan fingerprint at Metro Enforcement located at 618 East State Street, Rockford, Illinois. Please call (815) 964-9900 to schedule an appointment. Individuals must advise Metro Enforcement Staff they are completing the fingerprinting pursuant to a City of Rockford Liquor License Application. The results of a background check completed through live scan will typically be forwarded to the City of Rockford Department of Law within ten (10) business days. The fee for this expedited service is sixty five dollars ($65.00) and should be paid directly to Metro Enforcement. Any questions about this process may be directed to Metro Enforcement staff.

b. Individuals may also complete a live scan fingerprint at Rockford Detective Agency, Inc., located at 521 Loves Park Drive, Loves Park, Illinois. Please call (815) 282-2822 to schedule an appointment. Walk-ins are welcomed as well. Individuals must advise the agency that they are completing the fingerprinting pursuant to a City of Rockford Liquor License Application. The results of a background check completed through live scan will typically be forwarded to the City of Rockford Department of Law within ten (10) business days. The fee for this expedited service is fifty five dollars ($60.00) and should be paid directly to Rockford Detective Agency. Any questions about this process may be directed to the agency's staff.

**In addition, while the following items are not required for submittal with the liquor license application, the same must be submitted prior to the issuance of a liquor license:**

9. A copy of <u>one</u> of the following documents:
   a. Legally competent proof of ownership of premises for which license is sought, i.e. recorded deed.
   b. Recorded contract to purchase premises for which license is sought.
   c. Lease for premises covering full period for which license is sought.

10. If the proposed use of the property will be a new use or a change in use, a Certificate of Occupancy is required before a liquor license will be issued. The Building Department is located at the Permit Center, 1st floor, City Hall, 815-987-5550. Building Department clearance is required prior to the issuance of a liquor license.

11. The Winnebago County Health Department, 401 Division Street, Rockford, Illinois, 815-720-4100, requires premises selling beverages and/or food to have a permit. Your Health Department permit number is required to be submitted to the Legal Department prior to the issuance of a liquor license.

12. A Certificate of Insurance showing proof of liquor liability (dram shop) insurance at the licensed premises in the name of the licensee in the amount of at least $100,000.00. The City of Rockford, Department of Law, 425 East State Street, Rockford, Illinois, 61104 must be listed as the Certificate Holder

**PLEASE NOTE: FAILURE TO SUBMIT ANY REQUIRED ATTACHMENTS WILL RESULT IN THE REJECTION OF YOUR APPLICATION AND RESULT IN NO LESS THAN A 30 DAY DELAY OF ANY POSSIBLE APPROVAL.**

**ALSO PLEASE NOTE THAT AFTER FINAL APPROVAL IS GIVEN BY CITY COUNCIL, AND ALL PAPERWORK AND PAYMENT HAS BEEN RECEIVED, THERE IS AN ADDITIONAL 3-5 BUSINESS DAYS FOR PROCESSING OF THE LIQUOR LICENSE. LICENSES ARE NOT PREPARED AHEAD OF TIME.**